

**PROGRAM INTEGRITY
REQUEST FOR REGULATION INTERPRETATION**

INSTRUCTIONS: Complete items 1 -10 of the form. Use a separate form for each policy interpretation request. Retain a copy of the Word Document for your records, and submit via email to: PIBPolicy@dss.ca.gov.

1. REQUESTOR NAME: S. Renee Haga	5. COUNTY: Fresno
2. PHONE NO: (559) 600-3306 EMAIL: SHaga@co.fresno.ca.us	6. SUBJECT: OP/OI Paperwork Retention Requirements
3. REGULATION CITE(S):	7. REFERENCES: (ACLs/ACINs, COURT CASES Etc.) ACL 15-26
4. DATE OF REQUEST: 08/29/2017	8. DATE RESPONSE NEEDED:

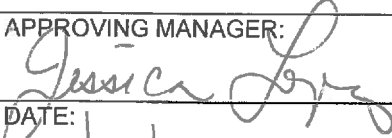
9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

What are the retention requirements for overpayment and overissuance (OP/OI) paperwork?

10. REQUESTOR'S PROPOSED ANSWER:

11. CDSS RESPONSE:

Per All County Letter (ACL) 15-26, "Any documents or records which are involved in any billing or claim shall be retained for three years from the date of fiscal or administrative closure." The ACL also lists other circumstances which might lengthen this three year retention period. One such special circumstance is the requirement to retain records necessary to sustain an intentional program violation (IPV) disqualification through the life of an individual. Other factors include whether litigation was involved and if there is an open federal or state audit.

PROGRAM INTEGRITY ANALYST: Cassie Wagner	APPROVING MANAGER: 
DATE: 03/20/2018	DATE: 3/29/18

DATE RESPONSE RECEIVED/LOG # (CDSS Use Only):

PI_18-07 02/13/2018

Please note: The policies expressed in this response are based on the unique set of facts presented and should not be presumed to apply in other situations.